

Terms of Reference for Council Reform Working Group

Purpose - (Why does this Working Group Exist?)

1. The Working Group shall produce a final set of recommendations for the December 2017 meeting of Council.
2. The purpose of the Working Group shall be to investigate potential reforms to Union Council structures and procedures in the context of the ongoing Governance Review, and present recommendations for action to Council and the Governance Review Steering Group.
3. The Working Group shall investigate potential changes to the Union's Constitution and Bye-Laws and Council's Standing Orders, as well as measures which would not require direct change of policy.

Membership - (Who is in this Working Group)

1. The Membership of the Working Group shall include:
 - a. The Committee Chair (to be selected by Council)
 - b. One Officer Trustee
 - c. The Council Chair
 - d. One Council Member representing each faculty of Imperial College London (3 in total)
 - e. One Council Member representing students not in any particular faculty and/or representing postgraduate students
2. The Committee Chair may at their discretion invite additional attendees to meetings.
 - a. The Working Group shall invite suggestions for possible changes from Council members and the wider ICU membership.

Structure - (How the Group will perform its duties)

1. Meetings of the Working Group shall be chaired by its designated Chairperson or in their absence the Union Council Chair.
2. The Working Group shall regularly update both Council and the Governance Review Steering Group on its progress.

3. The Working Group shall **meet fortnightly or at reasonably arranged regular dates at the discretion of the designated chair** (provided at least 50%+1 of the subcommittee membership are present), until it has delivered its recommendations, at which point it shall be considered dissolved.
4. The Working Group **shall consider existing proposals presented in previous years as well as new ideas presented by the members of the working group.**
5. **If for whatever reason on reasonable grounds it is decided**, by any membership of this working group, that **the chair is failing to uphold their duties** – to fulfil the purpose of this working group, they may at their own discretion call for a vote of no confidence in the designated chair's fitness for the role.
 - a. As the chair of this working group was elected by a full sitting of council, a vote to remove the currently allocated chair must carry a majority of at least 5 or more of the remaining members (the chair shall be excluded from a vote in this matter).
 - b. Anyone suspected of impeding the running of this group in the eyes of the chair, may have a vote of no confidence brought against them by the chair, which will be subject to passing provided a majority of its remaining members vote in favour of their removal from the working group.
 - i. This power should not normally be exercised without first warning the member that their conduct is unacceptable.
 - ii. Individual members are not allowed to bring votes of no confidence against other members of the working group, unless the member in question is the chair, or the chair initiates a vote of no confidence against any of the group's members.
 - c. Any removal of this group's membership will require the group to notify Union Council, at the next scheduled meeting of Union Council, as to its reasons for removing this member and at the same meeting, council shall vote upon a suitable replacement.
 - i. Replacement of any of the membership of this group shall be at the discretion of Union council and not of the working group itself.
6. **The structure further unto that mentioned in this article shall be at the discretion of the designated chair provided it does not violate any of the Terms of Reference for the Council Reform Working Group or prior applicable union bye-laws.**