

Terms of Reference: Democratic Procedures Team (DPT)

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1. Membership

- a) The Team members will be:
 - Chair of Democratic Procedures Team (Chair of DPT).
 - The SU Officers.
 - Up to 2 NUS Conference Delegates.
 - Up to 4 Open-place student positions (elected by cross-campus ballot).
- b) The SU Returning Officer (RO) and SU Deputy Returning Officers (DROs) will be in attendance as non-voting members.
- c) Some SU staff will also be in routine attendance as non-voting members.
- d) The Chair of DPT will be a current student appointed by the Nominations Panel.
- e) Any team member with a potential conflict of interest (e.g., planning to run in an upcoming election) can be asked to leave specific meetings or parts of meetings, or can be removed entirely from the team if agreed by the Chair and Returning Officer or their Deputy.

2. Team Procedures

- a) The Team will meet as many times as required each academic year, although additional discussions on urgent matters may be required outside a meeting.
- b) Unless specified otherwise, all matters discussed by DPT must be kept confidential. However, a summary of approved minutes for each meeting will be published online at the end of each Academic Year.
- c) The RO/DRO can request DPT to conduct a vote to form an indicative decision on matters relating to the democratic function of The SU. A simple majority of the votes cast will be used (simple majority is 50%+1).

3. Team Responsibilities/Purpose and Functions

- a) The core purpose of the Team is to act as an advisory body to support the Returning Officer and their Deputies to deliver fair and inclusive democratic procedures at the SU.
- b) 'Democratic Procedures' include, but are not limited to, the following mechanisms:
 - SU Officer Elections.

- All other SU elections.
 - Referenda.
 - Summit Committee and Standpoints Procedures.
- c) The Team's core functions are as follows:
- Discuss and debate how to make the SU's democratic procedures as fair and inclusive as possible.
 - Provide the RO/DRO with student insight to inform delivery of all democratic procedures.
 - Advise the RO/DRO on the creation, amendment and removal of election and referenda rules.
 - Propose recommendations to the RO/DRO on how to improve the SU's democratic procedures.
 - Approve how SUMmit operates (steering its Terms of Reference, including how the Standpoint procedure operates).
 - Make informal votes to indicate the team's position on issues which will inform the RO/DRO's decision-making.