

Vote of No Confidence Guidelines

1. Opening Statement:

- 1.1 *Union Activities is committed to ensuring all affiliated Student Groups feel empowered to ensure their nominated Committee members are acting in the best interest of the Student Group*
- 1.2 *If a Student Group breaks these guidelines, a full investigation will be carried out in line with the Student Group disciplinary procedure outlined in the Student Group Constitution*
- 1.3 *A Vote of No Confidence (hereafter referred to as a VON) is submitted when a member of committee no longer has confidence that another committee member will continue their duties as described in their student group constitution and committee positions and job descriptions documents that were signed during the Committee Induction Period.*

2. Policy Scope

- 2.1 This code of conduct applies to all affiliated Student Groups (including Team Leicester) that fall under the jurisdiction of the University of Leicester Students' Union Union Activities Department
- 2.2 These guidelines does not form any part of the Students' Union Constitution and may be amended at any time. Prior notice will be given where possible but is not necessary.
- 2.3 Due to the nature of a Vote of No Confidence, Student Groups will be encouraged to edit this process to fit the needs of their membership with the support of the Union Activities team
- 2.4 This policy is in addition to the Students' Union Student Group Constitution and any other policies and documents held by the University of Leicester Students' Union which make reference to Votes of No Confidence

3. Aims of the Policy

- 3.1 To promote an awareness of how Student Groups can enact a Vote of No Confidence if deemed necessary

4. Initial Guidance

- 4.1 Before submitting a VON the following should be attempted by the Student Group:
 - 4.1.1 Approaching the individual and suggest improvements with adequate time for the individual to make amendments
 - 4.1.2 Discuss issues that have arisen at a committee meeting
 - 4.1.3 Request support from the Union Activities team and attend any relevant training and developmental meetings suggested

Vote of No Confidence General Guidelines

- 4.2 To bring around a VON, strong justification and/or evidence should be included
- 4.3 VONS are kept anonymous and must be sent to the Activities Development Coordinator via unionactivities@le.ac.uk
- 4.4 Should Activities Development Coordinator is not available, a staff member from the team will be act upon the request.
- 4.5 Once a VON has been brought against a committee member, the individual can decide whether to continue with the appeal process or step down from the committee.

5. Vote of No Confidence Outline

- 5.1 To submit a Vote Of No Confidence, a letter of application must be at least 1 A4 page, suggested font size 12, in font Arial, 1.15 space, but a maximum of 2 A4 pages, which should be emailed to the Activities Development Coordinator (hereafter referred to as the ADC)
- 5.2 To protect the identity of the committee member who has submitted the VON, all VONs are communicated directly to the ADC
- 5.3 The committee member being VON'd is informed by the ADC
 - 5.3.1 If the VON is against a general committee member, the President and the individual in question are informed by the ADC
 - 5.3.2 If the VON is against the President, only the President is informed by the ADC through email

- 5.3.2.1 If a VON is against the President, the ADC will escalate the VON to the AO at first instance
- 5.4 It is the decision of the committee member who has had the VON brought against them as to whether they continue with the VON, or step off Committee
- 5.5 Any Union Activities Staff with conflict of interest cannot partake in decision making but may be included in discussions

6. Vote of No Confidence Process

- 6.1 After the VON is submitted, the following process begins at the earliest convenience of the UA staff
- 6.2 Generally, within 3 working days of the VON being submitted, the VON is discussed within UA, although each VON will be considered on a case-by-case basis
- 6.3 The result of the discussion within 6.2 is sent to the individual in question from the ADC, keeping the individual who submitted the VON anonymous
- 6.4 The individual in question will be given four* compulsory meetings over a two week* period to allow UA to work with them towards achieving action points identified from the original VON, as well as providing any further support necessary for the individual
 - 6.4.1 As mentioned in 4.5, the member in question can also choose to step down from committee instead of following the VON process
- 6.5 After the two weeks in clause 6.4, an additional seven day period is provided which allows the individual a further week to submit a written appeal against the VON
- 6.6 If an appeal is submitted, UA has full power to dismiss a VON if the person in question files an appeal with appropriate reason, has attended all meetings with UA and successfully met any action points that were identified
- 6.7 An appeal can also be dismissed by UA if there is not enough reason or evidence to file a VON
- 6.8 After the seven day appeal period, the UA invites the full committee for a compulsory meeting where all committee members must attend unless if authorised by UA beforehand
- 6.9 The meeting, led by at least 2 UA staff will involve an anonymous vote by secret ballot. If the VON is agreed by greater than 66% of the committee, the individual in question is immediately removed from committee

7. Process after a successful Vote of No Confidence

- 7.1 If the individual in question is the President, UA reaches an agreement with the rest of the committee on who becomes the interim President
- 7.2 If the individual in question is a general committee member, UA acts as the position by providing support to other committee members
- 7.3 If the individual in question is a core committee member, UA acts as this position until further notice
- 7.4 After one week of the individual being VON'd, UA lead a democratic election for the society
- 7.5 The newly elected individual must undergo training by UA for a period of 2 weeks, including three compulsory meetings to help provide a handover to the incoming committee member