Bye-Law 6 – Representative Committees (RepComs)

FUNCTIONS

6.1.   The Conference of Common Rooms shall convene Representative Committees (known as RepComs).

6.2.   RepComs are a forum for representatives of communities to deal with matters of shared interest and common purpose, ensuring representation of those groups at all levels of the University and its constituent colleges.

6.3.   RepComs shall provide a democratic space to:

6.3.1.   Gather the views of students within a particular community and determine positions deemed to be representative of those students at the University of Oxford

6.3.2.   Provide student-led direction for the Students' Union work

6.3.3.   Receive reports on and discuss the representative work of the Officers of the Students' Union (as defined by Bye-Law 3) and the wider Trustee Board

MEMBERSHIP

6.4.   The voting membership of the RepComs shall consist of:

6.4.1.   One relevant representative of each Common Room, nominated by each of the common rooms, normally, the Common Room Role Holder elected to represent that community

6.5.   Any student who self-defines with that community may attend, observe and speak at a RepCom meeting but may not vote.

CONVENING AND CLOSING A REPCOM

6.6.   The current list of RepComs is as follows:

6.6.1.   Class RepCom

6.6.2.   Disabled Students' RepCom

6.6.3.   LGBTQ+ RepCom

6.6.4.   International Students' RepCom

6.6.5.   Black and Ethnic Minorities Student RepCom

6.6.6.   Suspended Students' RepCom

6.6.7.   Women*s RepCom

6.7.   The process for convening, reconvening or closing a RepCom shall be by submission of a motion to the Conference of Common Room in accordance with Bye-Law 5.

POSTHOLDERS

6.8.   The Chair shall be the relevant Equity Officer (as defined in Bye-Law 3)

6.9.   The Deputy Chair and any other postholders shall be elected directly from within the RepCom.

6.10.   The Deputy Chair may act on behalf of the Chairs in their absence.

6.11.   Each RepCom may create further Postholders as required to support the representation of those with intersectional or minority groups within each community.

6.12.   The Postholders shall be responsible for chairing the RepCom meetings and ensuring that decisions are taken in line with these Bye-Laws.

6.13.   Postholders may support equality impact assessments of motions from Conference of Common Rooms without necessitating a full meeting of the RepCom.

OFFICERS OF THE STUDENTS' UNION

6.14.   The relevant Equity Officer (as defined in Bye-Law 3) shall not be voting members of RepComs, but shall be in attendance as executive members.

6.15.   Each Equity Officer shall provide a report to each meeting in relation to matters arising.

6.16.   Officers of the Students' Union may submit agenda items and motions subject to the normal process as outlined in Bye-Law 6.27 below.

MEETINGS

6.17.   RepComs shall meet once a term; the dates for each academic year shall be decided by the prior Trinity meeting.

6.18.   Oxford SU shall provide staff resource and support for RepCom meetings including minute taking and providing advice and guidance on decision-making and adherence to the Bye-Laws and Articles of Association.

6.19.   Oxford SU shall ensure that meeting minutes are published on the Oxford SU website and shall include a record of RepCom member votes.

6.20.   An extraordinary RepCom meeting be called at the discretion of the Chair. Working groups and organising meetings can be held as required.

6.21.   The date of any meeting must be published to all students with at least 7 days' notice.

DECISION MAKING

6.22.   When making decisions, a RepCom may make any of the following types of decision:

6.22.1.   **RepCom Policy** — Setting a position which should be deemed to be representative of that community of students, but which does not require any specific action to be taken. Such a decision shall require consensus.

6.22.1.1.   RepCom policy may include a matter of policy but may not include the attribution of Students' Union resources towards that position.

6.22.1.2.   Consensus shall be achieved by amending motions until such a time as all RepCom vote in favour of the motion. If a simple majority of RepCom members vote against the motion, it shall be dropped without amendment.

6.22.1.3.   All RepCom policy shall be subject to Bye-Law 6.26.

6.22.2.   **RepCom Mandate –** A decision which **directs** the Students' Union and its Officers to take a specific action. Such a decision shall require a simple majority vote.

6.22.2.1.   RepCom Mandate may request the use of SU resources, both financial and otherwise, towards a particular action. As such, a RepCom Mandate must only refer resources to issues which relate to students as students. Bye-Law 2 allows the Trustee Board to reject such a mandate where this threshold is not met.

6.22.3.   **Accountability Action –** There will be two types of Accountability Action: A motion of censure or a motion of no confidence.

6.22.3.1. A motion of censure may be passed in relation to any RepCom Postholder. Such a motion shall be submitted in accordance with Bye-Law 6.27 and shall require a two-thirds majority vote of RepCom members.

6.22.3.2. A motion of no confidence may be passed in any RepCom Postholder. Such a motion shall be submitted in accordance with Bye-Law 6.27 and shall require a two-thirds majority vote of RepCom members.

6.23. Each RepCom member shall have one vote.

6.24. Quoracy shall be 20% of all RepCom members; RepCom members who choose to abstain from votes shall be counted towards quorum, but their vote will be considered neutral.

6.25. Any decision taken by a RepCom shall normally be considered to have lapsed after three years or where it is superseded by an alternative decision.

6.26. For the avoidance of doubt, any decision or policy passed by a RepCom shall only be considered a Conference decision, and by extension the policy of the wider Students' Union, where it is also passed by Conference itself.

SUBMISSION OF MOTIONS

6.27. Any RepCom member may submit a motion to RepCom on the required online form.

6.28. Officers of the Students' Union may submit motions, but these must be proposed and seconded by other 2 members of the RepCom or other Officers of the Students' Union.

6.29. Motions must be submitted with 10 working days' notice of any meeting.

6.30. Motions and agendas shall normally be published 5 working days ahead of the RepCom meeting.

RULES OF DEBATE

6.31. The Chair shall ask the proposer of the motion to present their motion.

6.32. The Chair shall invite any other Conference member or Officer of the Students' Union to speak against the motion. Non-members shall be invited to speak at the Chair's discretion.

6.33. The Chair may continue to allow speakers for and against the motion, ensuring an equal and balanced debate

6.34. Each motion shall have a maximum of 30 minutes allotted time.

6.35. Votes shall normally be taken in the room and counted by a member of staff provided by Oxford SU. Where a vote is required to be taken online, an appropriate system shall be used; in all cases votes shall be made public

ROLE OF THE TRUSTEE BOARD

6.36. These Bye-Laws recognise the role of the Trustee Board as outlined in Bye-Law 2.

6.37. For any motion proposed to RepCom, Oxford SU shall provide a risk assessment including an assessment of any financial, legal or reputational risks on behalf of the Oxford SU Trustee Board. This shall normally be provided within 5 working days of the motion being submitted; however, the Trustee Board may extend this timeline where necessary.

6.38. In cases where decisions or discussions may present legal, financial, or operational risks, the Board will work collaboratively and transparently with the relevant RepCom to find solutions that balance student interests, manage risks, and protect Oxford SU's long-term

stability. Where a collaborative resolution is not forthcoming, members of the Trustee Board shall be invited to attend the RepCom and discuss the resulting decision openly and transparently.