

Conference Document 2: Delegate Entitlement

Purpose of this document

This is Conference Document (CD) 2 which gives the delegate entitlements to National Conference 2014. It outlines the process and formula for setting the number of delegates you can send to National Conference, how you should select them and how to challenge the rulings of the Democratic Procedures Committee (DPC)

What you need to do

You should read this document, note your delegate entitlement and make arrangements to select them from your members – usually by the process of cross campus ballot unless you have been made exempt by the Democratic Procedures Committee.

Checklist

- I have identified how many delegates my union has
- Our union has made arrangements for election of these delegates
- I note the rules on delegate selection
- We will be training delegates on their role at National Conference

If you require additional information please contact the following people:

For issues relating to the administration of conference, including registration, access needs, room bookings and stalls contact the Events Team events@nus.org.uk

For issues about delegate entitlement, zone committees, reports and policy, amendments to zone policy proposals & Cross Campus Ballots contact executiveoffice@nus.org.uk





Introduction from the DPC Chair

This document describes how many students your union can send to National Conference to shape NUS policy and how you must choose them to ensure they are representative of your students. It tells you how you will be able to relay your union's views to Conference but also how many will have the experience of the debates on conference floor and within the fringes. It defines how many votes you will have to choose student leaders, trustees and councillors for your National Union over the next 12 months.

Your delegate entitlement is your voice to influence national policy, and the way you select your delegation – the effort you put into reaching out to all your members through elections and the training you give them – will offer rewards in the diversity and skills that it brings that voice. Promote the opportunity widely and ensure that everyone – be they part time students on a satellite campus or the undergraduate sabbatical officer – has a chance to be elected.

Give your students good opportunities to become delegates, give your delegates good training to become policy makers and you give your union the best chance to make a difference.

Best wishes,

Yemi Gbajobi
Chair Democratic Procedures Committee

How is Delegate Entitlement Set?

Delegate entitlement is set through a process involving a number of bodies, but final responsibility rests with National Conference.

1. National Conference votes on the delegate entitlement for the next year's event.
2. Democratic Procedures Committee uses this entitlement with a formula that calculates each unions delegate numbers.
3. Each union gets 1 delegate per 3,500 Full Time Equivalent (FTE) students.
4. FTE is worked out by giving a value of 1 for each full time student at your institution and a value of 0.6 for each part time student.

So, 1,000 full time students plus 500 part time students would be $1,000 + (500 \times 0.6) = 1,000 + 300 = 1,300$ FTE students.

5. The numbers is then rounded up to the nearest whole number.
6. The full-time and part-time student numbers we use are the same as those used for your NUS affiliation fee calculation. This year they are equivalent to your student numbers for the 2011/12 academic year.
7. DPC sends out the delegate entitlement for each union and in this document.
8. DPC looks at changes in student numbers and demographics and proposes a delegate entitlement to conference.
9. National Conference votes on the delegate entitlement for the next year's event.

Other notes

- All unions have at least one delegate.
- Delegate places are free and include accommodation for the 2 nights of National Conference.
- In addition to voting delegates, each union can send up to 3 observers to National Conference.
- If you only have one delegate you can send one observer along too who is free.
- All other observers must be paid for at £300 plus VAT each





How to select your delegation

Your delegation should represent the diversity and breadth of the students at your institution

1. In Higher Education Institutions they must be elected by cross campus ballot of all students. This must be for a specific National Conference position on the ballot form.
2. If a HE Union constitution or other article of governance allows it, they may send up to one delegate 'ex officio'. For example, the union president may always be a delegate to conference. No more than one delegate may be selected in this way.
3. Further Education Institutions are exempt from the need to hold cross campus ballots, but DPC encourages that delegates are chosen by a means in the following order of preference.
 - a. By cross campus ballot of all students
 - b. By election at student council
 - c. By election at another body.
 - d. By other selection process


Delegations with FE and HE students¹

1. Where a union has a mixture of FE and HE students, its delegation shall usually be identified by the "Main Sector" that the institution falls into for the purposes of voting in the relevant Vice President elections. Please see the list below of which category you have been placed into.
2. A union in this position union may choose to split its delegation into FE delegates and HE delegates.
3. Where a union chooses to take this option it must demonstrate to the DPC that it has taken steps to ensure that the split has been carried out in a way that accurately reflects the numbers of FE and HE students respectively.
4. It must also demonstrate that it has taken adequate steps to ensure that students of both sectors have had a proper opportunity to participate in the election/selection for those places.
5. The DPC reserves the right to refuse or direct a CM in these issues as appropriate.

What to do if you disagree

If you disagree with your delegate entitlement – normally because your student numbers have dramatically changed since 2001/12 – you should contact the DPC by email to executiveoffice@nus.org.uk by 18 December 2013 outlining why your delegate entitlement should change. DPC will make a ruling on your appeal.

¹ The Democratic Procedures Committee are reviewing this section to make it clearer of what's expected of Students Unions with both HE and FE students.



Ideas for your union

It's not just about selection your delegation – there's a whole range of things that unions can and should do with their delegations to maximise their enjoyment and experience of National Conference.

Promote – You should widely promote the opportunities to be a National Conference delegate as part of your elections. Make sure you consider satellite campuses, different types of student and, as noted, special reference to FE and HE split.

Train – After being chosen you should consider what skills the delegates need. You could train them on public speaking so they can contribute to motions as well as helping them critically analyse motions and amendments.

Inform – The delegation should represent the views of your students, so they should be informed of any policies from your student council. You could debate big issues before the Conference and get the view of students so that delegations can take that to the National stage.

Support – Conference days can be long and there's a lot to do whilst in Sheffield. Delegations should look after each other, making sure that everyone is happy, has enough sleep and understands what is being debated.

Feedback – After conference your delegation should report to your student council and students generally about how they voted, what they did whilst at Conference and their thoughts on the event. Book time in your student media publications now for early May!

Delegate Entitlement list

Below is a list of all Constituent Members (Member Unions of NUS), their student numbers both full time and part time students, the calculated Full Time Equivalent (FTE) number and their NUS National Conference Delegate Entitlement (DE). We have also listed how each organisation is categorised as by sector type. For the purpose of our democratic events we will assume and give you the relevant voting credentials in the following way:

HE	}	HE
HE with FE provision		
FE	}	FE
FE with HE provision		
VI Form		

As outlined above to you need to inform DPC in advance of conference how you will split your delegation if you have both HE and FE students. If we are not notified in advance we issue credentials to the delegation according to the category we have set in the list below.
